

**DRAFT**



**WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
April 6, 2009**

**PRESENT:** TOM CLOW, CHAIRMAN; RICHARD W. BUTT, VICE CHAIRMAN; DONNA OSBORNE, SELECTMAN; KEITH R. LACASSE, SELECTMAN; JAMES DONISON, SELECTMAN

**RECORDING SECRETARY:** Cherry Palmisano

**GUESTS:** George Malette, Jon Osborne, Terry Knowles, Rad Betts, Greg Begin, Carl Knapp, Elizabeth Straw, Sherry Burdick, Carl Knapp, Chris Hague

**7:00 p.m. Chairman Clow called the meeting to order.**

**MILDRED HALL COMMITTEE REGARDING SAVARIA PROPERTY** – Mrs. Terry Knowles, member of Mildred Hall Bequest Advisory Committee, briefed the Selectman regarding the Savaria Property. The South Weare properties (3 parcels) were purchased in 2005 by Tim and Sheila Savaria. When Mr. Savaria purchased the property he bought parcels A, B, and C. Mr. Savaria owns track C, but A and B were still owned by Mildred Hall when she died and are now held in her Trust for the Town of Weare. In 2006 when the Savaria's lawyer contacted the town the request to turn over these properties to the Savaria's was rejected. In 2007 the voters approved for the Selectmen to sell the properties to the Savaria's. The Savaria's have agreed to pay \$15,000 for the parcels. The Committee has agreed to accept the purchase price and is awaiting the Selectmen's approval. The check will go into the Trust once approved by the BOS. Vice Chairman Butt said the article states the BOS has the approval to sell. Mrs. Knowles said that is correct. It was discussed it cost \$2,900 to survey the property and \$200 for an appraisal with a total of \$3,100 invested in the property.

**Selectman Lacasse moved, Vice Chairman Butt seconded to approve the sale of the parcels to the Savaria's for the price of \$15,000. Passed 5-0-0**

Chairman Clow said they received a letter from the Society of the Protection of Forests thanking the Mildred Hall Committee for their \$17,000 donation.

**PUBLIC COMMENT** – Mr. George Malette said there is a stimulus meeting next Tuesday. Chairman Clow said Mrs. Naomi Bolton will be attending to represent the town.

Mr. Malette commented on the hot water issue and said that there is not a lot of hot water usage in the Town Offices. Mr. Malette said he would personally look at what they have now and way out all options.

Mr. Malette said some members of the Building Committee have not shown up for the meetings.

Mr. Malette said they should hold off on replacing ceiling tiles until they test for air leaks.

**DEPARTMENT HEADS** – Chairman Clow said he asked Mr. Carl Knapp and Chief Begin to be here tonight to discuss budget issues. Chief Begin said his budget has been default for so long he just tries to keep under the bottom line. Chairman Clow said one thing they wanted Department Heads to do is to keep an eye on each line so they will know what other line to take from if a line is over spent. Chief Begin said he will be pulling from the part time line to cover overtime. Vice Chairman Butt said they want Department Heads to have line item accountability for their budgets, notify the BOS when a line is in danger of being over spent, and inform the BOS where they intend to get the money from in their budget.

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Vice Chairman Butt said the Police recruitment line is over budget. Chief Begin said he is looking for 2 part time and 1 full time officers. Chief Begin said he will need to cover medical, physiological and polygraph tests and medical workup. Vice Chairman Butt said the officer education line was budgeted for \$2,500 and they are at \$3,107. Chief Begin said the SRO is going to the National Convention which they pay for and then the school reimburses them. Vice Chairman Butt said the contracted service line was budgeted for \$1390 and is at \$2497. Vice Chairman Butt said if that's the expense, then it won't get worse, but that number should be close to budgeted. Vice Chairman Butt said office supplies seems to be approaching over budget and it's only the first 3 months of the year; \$2,300 over budget. Vice Chairman Butt said the computer service maintenance line is at \$7105 and they budgeted \$7,000 for the year. Chief Begin said he believes that is the contract for the IMC software and should be that cost. Vice Chairman Butt said the equipment repair and service line was budgeted for \$1,500 and is at \$1,027 and thinks this line was cut (equipment within the cruisers, flashlights, cameras) and asked if this line will be over. Chief Begin said he hopes not.

Vice Chairman Butt said he is concerned with the process they tried to put in place and getting close to over expending. Chief Begin said they will only be attending free training seminars. Chief Begin said they could not hire part timers but then the other lines would be affected even worse. Chief Begins aid the other line he will be over on is cruiser repair. Vice Chairman Butt said there is 60% left in that line. Chief Begin said there is \$1,200 left and he has not bought summer tires yet. Chief Begin said he is at a loss, this weekend alone they were hit hard 40-50 hours of overtime; involved with Federal agencies. They even used State Police, SWAT and Secret Service as well, which started at 1 pm Friday afternoon until 7 pm Saturday night and another issue that was all day Saturday. Vice Chairman Butt said it looks like they will be at \$200,000 for overtime. Chief Begin said officer Nadeau being on as a full time officer will drop 40 hours of overtime a week. Chief Begin said they have to keep the town safe.

Chief Begin said he would be more than happy to sit with anyone on the Board to show them their statistics. Chairman Clow said as you look through the budget, it is all about man power, they are not anxious to make the town less safe by taking the manpower away, but they also are obligated to stay within the budget. Chairman Clow said knowing every week that goes by the town gets deeper in a whole, seems like the only way to stay within the budget is to cut services. Chairman Clow said he does not the consequences for that and they have to look to the Chief to know the consequences and what will happen when services are cut. Chief Begin said if they were to shut down the midnight shift or some shifts, there will still be overtime, 2 guys until 1 am and then state police covers 1 to 6. Chief Begin said the state will only respond to emergencies and it could be almost an hour before they get there. Selectman Donison commented that looking through the list some officers have 90 hours per week. Chief Begin said he is only looking for NH certified officers, so they don't have to wait from them to get certified. Selectman Donison asked if there is a shortage of officers in the market. Chief Begin said it is mainly pay issues. Chief Begin he has 3 viable part time candidates, with 1 being certified, and polygraphs will be done this week. Chief Begin said certified full time academy is 14 weeks and part time is 20 hours per week for 14 weeks and we pay them while in training. Chief Begin said and then they have 8-12 week field training and are still not available on their own. Vice Chairman Butt said they will need to have some contingency plans, i.e., dropping the third shift and what will happen to the budget or suggest anything else that will help bring the budget in line. Selectman Lacasse said even if it did mean dropping the third shift a few nights a week, unannounced.

Selectman Osborne asked about the DARE / SRO car. Chief Begin said if they sell it, they will get \$1,500 and it will go into the general fund, but it won't help the Police Department. Chief Begin said he has someone who is willing to fix the car free of labor charge. Vice Chairman Butt wants to know the benefit of having the car on the road. The benefit of having the car would be if the SRO was to get called away he would have a vehicle on hand and to have a vehicle on hand for DARE at schools. Selectman Donison asked if Chief Begin would be able to hire an officer that is certified from another town to work in Weare part time. Chief Begin said most full time certified officers don't work part time. Selectman Donison asked if it was worth placing an ad in the paper. Chief Begin said he is waiting to see what happens with the 3 candidates he has. Chairman Clow said he is concerned about safety issues with officers working 80 plus hours per week.

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Mr. Carl Knapp said the Highway Building Maintenance line is over \$526 but it really isn't over because there are 2 building maintenance lines. Selectman Donison asked about oxygen being over budget. Mr. Knapp said they have been doing a lot of welding this year; this line has been short every year and didn't make it into the default. Mr. Knapp said the overtime is way down from last year, last year they were double. Mr. Knapp said they were very cautious this winter about overtime and the 10 hour days actually saved them paying overtime. Vice Chairman Butt asked about vehicle fuel, if they were benefiting from what was budgeted. Mr. Knapp said they are looking good with fuel because of the current cost. Mr. Knapp said all his budgets are in good shape, although he is concerned with vehicle maintenance. The front end loader was down for a couple weeks and Chappel Tractor loaned them one free of charge. Selectman Lacasse asked Mr. Knapp if there any great margins in his budget because of less plowing and less overtime. Mr. Knapp said it is hard to determine because he never knows what will happen during the winter at the end of the year.

Mr. Knapp would like to rent a grinder if possible. Chairman Clow mentioned the FEMA payment and said it doesn't just have to go into the General Fund balance it can be used for clean up from the ice storm. Mr. Knapp said he applied for that money. Mr. Knapp said the loader was \$5,000 for them to repair in their shop just for the parts. Mr. Knapp said the pick up he uses has to go in for repairs and will be gone for about 1 week and they only have 1 pick up. The road grader has been broke down for 6 weeks, they are trying to fix it a less expensive way, and the fan that cools the radiator driveshaft came out and snapped. Vice Chairman Butt is concerned with trying to provide the same level of service with a budget that doesn't support that. Vice Chairman Butt said at what point do they start making decisions, like possibly not grading the roads as often as in the past. Mr. Knapp said or not at all unless the equipment is operational. Vice Chairman Butt said if they don't have the money available to repair vehicles or replace the vehicles then services will suffer. Mr. Knapp said he has found a less expensive method to repair the grader, thinks he can make it work for less than \$1,000.

Mr. Knapp said they have a tremendous amount of brush that needs to be chipped; need a 12 inch chipper. Mr. Knapp proposes renting a chipper for 2 months. Mr. Knapp will bring quotes back to the BOS and hopes to use part of the \$38,000 FEMA money for this. Selectman Donison asked what a good used chipper would cost. Mr. Knapp said approximately \$20,000-\$30,000. Selectman Osborne said they do have a small one. Selectman Donison would like to compare the cost of purchasing a used chipper to renting one for to two months. Mr. Knapp said he has been going to the stimulus meetings; they are still on the list, which means the Town of Weare may be eligible for funds for the bridge project (which has been on the state's program). It would be 80/20 if they don't get the stimulus or 100% funding if they get the stimulus but they would have to pay the cost for inspections. Selectman Donison asked Mr. Knapp to pull together costs on the 80/20 and what the inspection costs will be and any other obligation to the town or what it would cost if they took the stimulus and had to pay for the inspections. Mr. Knapp said on that project, no matter how it will get done, the detouring will be an issue. They will either need a temporary bridge, build ½ the bridge at one time (cost will go up because of extra design work), utilize the class 6 road that goes out to Knoxland Farms (which will need a lot of upgrade) or he spoke with Timberlands, who own the 12 acre parcel which abuts the town forest which they are willing to let the town use to cross. Mr. Knapp said a temporary bridge would be \$50,000. Selectman Lacasse asked if there was any long term benefit to fixing the class 6 road. Chairman Clow said they will need more information before making a decision. Chairman Clow said he wonders if opening up the class 6 road will create liability issues; for a class 6 road to become a class 5 road would require a town meeting. Mr. Knapp said he is not in favor of accepting it as a class 5 road. Mr. Knapp said the route through the town forest might be the best solution. Selectman Donison asked for a schedule. Mr. Knapp said it will be going out for bid in February. Vice Chairman Butt asked what happens if none of these options are used. Mr. Knapp said there will be no way out for the residents of those 2 homes.

Selectman Lacasse asked about the brush removal. Mr. Knapp said the town is responsible for cleaning brush off the right a way, he leaves the hardwood for land owners and anything the landowner doesn't remove they would have to pick up. Selectman Osborne asked about Mr. Knapp's pick up and asked how long it has been in need of repair. Mr. Knapp said all winter, they did inspections on every other vehicle, this is the last one. Mr. Knapp said it needs a

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transfer case, which will cost \$1,500-\$2,500. Selectman Osborne asked if it could have been prevented if it had been in the shop a long time ago. He said no. Selectman Osborne asked what vehicle he will be using. Mr. Knapp said he is waiting to hear from the BOS to tell him. Selectman Lacasse asked about sharing the Building Department truck. Mr. Knapp said Mr. Knapp uses it daily. Vice Chairman Butt asked about the Capital Reserve Fund balance. Mr. Knapp said they have \$5,000 in the Highway Truck and Equipment Fund. It was discussed Mr. Knapp will have to utilize his own vehicle when the Building Department truck is not available. Vice Chairman Butt said the Fire Chief's vehicle should be available.

Ms. Christine Hague said the Library is in the same spot as the rest of the Town. Chairman Clow said they will leave the decisions to the Trustees. Ms. Hague said there could possibly be a surplus on the wage line. They are debating between services and books. Circulation is up 2.8% for the first quarter. Ms. Hague said they are not meeting the needs of this town with 10,000 residents and they will be making hard decisions. Ms. Hague said software support fees and the fire alarm are eating their budget. They never go over on their lines, because they bill the town, and submit invoices the last week of the month to the town. Ms. Hague said she has two requests for the Paige section of the Library, for repair or restoration of masonry and the other is to restore the paint the exterior of the windows, which would include lower level windows as well. Ms. Hague said the masonry should have been done 2-3 years ago but got left to now, will not make it through another winter, needs to have someone who is trained in matching old time mortar. She has 2 estimates for masonry and 1 estimate for the windows if she gets approval to spend she will get more estimates. Ms. Hague said she has an estimate for \$4,474.00 for painting the windows which contain lead paint. She has a proposal for \$7,875 from Sherwin Masonry. Ms. Hague said if she gets spending permission she will write it up to get written estimates. Ms. Hague said there are other issues as well, the Paige Section of the building was very cold this year, some of the storm windows are in such bad shape and need replacing. Ms. Hague said it has been recommended by the Building Committee and the restoration person that they replace the storm windows. Vice Chairman Butt said in addition to the library projects, there was a \$15,000 appropriation in 08 for weatherization, and he would like to know the status of the weatherization project. Ms. Hague said they discussed the windows; the weatherization went through to the warrant without going through the Trustees. She is not knowledgeable of what it did include. Selectman Donison mentioned the purchasing process being followed. Ms. Hague said she will follow that once she has spending permission. Vice Chairman Butt said he thinks all requests from the Government Building and Maintenance Fund should be put on hold until they decide the priorities. Ms. Hague wanted to bring these issues to the Board to be put on the priorities list. Selectman Lacasse said any project that has to do with weatherization should be on the priority list.

**STONE MEMORIAL BUILDING** – Ms. Sherry Burdick, Weare Historical Society, said she has an estimate that was given to her back in April 2008 concerning the mold issues and water running down the front wall causing the paint to peel. In February she spoke with the person who had given her that quote and he will still honor the price. Ms. Burdick is asking for the BOS approval. Selectman Donison mentioned the purchasing policy stating anything between \$1,000-\$5,000 needs 3 written quotes. Ms. Burdick said this is a specialty issue. Selectman Donison said if they decide to do this he would recommend the Board waive the purchasing policy. Vice Chairman Butt said they have spent \$66,000 on preserving the exterior of the Stone Building, he feels they have stopped any future damage by repairing the roof. Selectman Lacasse asked if the mold situation is getting worse. Ms. Burdick said it is spreading in the woodwork. Vice Chairman Butt said they need to determine necessity. Chairman Clow said they will soon be taking a look at everything that needs to be done within the year. Chairman Clow said the request is not denied, but will be placed in the pile for consideration. It was discussed there may be a possibility of using the Mildred Hall funds for repairs on the Stone Building. Ms. Burdick will look into this further.

Ms. Burdick said the Historical Society voted on installing a bulletin board at the Town Hall to announce happenings in town. The Historical Society will purchase the bulletin board. The Board agreed. The Historical Society also voted on replacing signs in the cemeteries.

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**Chairman Clow moved, Selectman Lacasse seconded to accept the gift of a bulletin board with an approximate value of \$200 to be purchased by the Weare Historical Society for the Weare Town Hall. Passed 5-0-0**

**Chairman Clow moved, Selectman Osborne seconded to accept the gift from the Weare Historical Society to replace signs, valued at \$500, at the town cemeteries through approval of the Cemetery Trustees \$500. Passed 5-0-0**

Ms. Burdick asked the Board if they would like her to take measurements for the doors at the Town Hall. Vice Chairman Butt said it is identified as a project and he would like an updated cost.

Ms. Burdick asked the Board if they have started to gather a committee for the town's 250<sup>th</sup> anniversary celebration. Chairman Clow said they need to discuss this on a future agenda.

Chairman Clow mentioned the shrubbery around the Stone Building causing moisture issues. Chairman Clow said the proposal from Margo's Garden includes cutting back the evergreen shrubs around the Stone Building. Chairman Clow asked if those shrubs will be gone. Ms. Burdick said they will be removed, but they would like to replace them with something that compliments the building.

**HOLIDAY PAY ISSUE FOR P/T EMPLOYEE** – Chairman Clow said it has been brought to their attention that the personnel policy addresses prorating holiday pay for part time employees. Mr. Wright has written down his hours over the years with the town. Chairman Clow reviewed these hours with Tina Connor and it was determined it is correct. Chairman Clow said it breaks down to 3.5 hours per day that Mr. Wright works. Chairman Clow said other part time employees have received their holiday pay.

**Chairman Clow moved, Selectman Lacasse seconded to pay Mr. Wright the sum of \$2,088.63 for holiday pay owed to him. Passed 5-0-0**

Selectman Donison asked how this could go on for so many years. Mr. Wright believes it was a clerical error. Chairman Clow said from this point on it would be done just like any other part time employee and any holiday he would normally be working on he would be paid 3.5 hours. It was discussed he is budgeted for 20 hours per week. Mr. Wright said his situation is unique, he is on call, and comes and goes on his own schedule. Mr. Wright said he is on disability and can only work 18.5 hours a week. Chairman Clow said this is unique to this employee's situation. Chairman Clow said there are 2 issues, 1 is paying the calculated money due and the second is how they pay it forward. Vice Chairman Butt said the position should be based on 4.0 hours per day/ 20 hours per week for calculation. Selectman Lacasse said this is a unique situation and should be tailored toward this individual.

**Chairman Clow moved, Selectman Donison seconded to base Mr. Wright's holiday pay on 4.0 hours per day/20 hours per week. Passed 4-1-0**

## **MANIFESTS**

**Chairman Clow moved, Selectman Lacasse seconded, to authorize the Board of Selectmen to sign Manifest and order the Deputy Treasurer to sign checks dated April 9, 2009. Passed 5-0-0**

Accounts payable	\$52,935.05	
Gross Payrolls	<u>\$58,710.36</u>	(includes Spec Detail, Credit Union, Taxes, Fire Monthly)
Total	\$111,645.41	

## **MEETING MINUTES**

**Chairman Butt moved, Selectman Lacasse seconded to accept the minutes of March 16, 2009 as amended. Passed 5-0-0**

**Chairman Clow moved, Selectman Osborne seconded to accept the minutes of March 23, 2009 as amended. Passed 4-0-1**

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**Selectman Osborne moved, Selectman Lacasse seconded to accept the minutes of March 30, 2009 as amended. Passed 5-0-0**

**APPOINTMENTS OF BOARD MEMBERS TO OTHERS BOARDS & COMMITTEES** – Chairman Clow would like to have all appointments made by the end of April. Vice Chairman Butt would like to appointment members to the Boards and Committees that are required to have an ex officio or liaison by the charter of the commission.

**Chairman Clow moved, Selectman Osborne seconded for the Board of Selectman to create the position of liaison to the Board of Fire Wards effective April 1 to April 1. Passed 5-0-0**

**Chairman Clow moved, Vice Chairman Butt seconded to appoint Jim Donison and Keith Lacasse to be members of the Highway Negotiations Team. Passed 5-0-0**

**Selectman Lacasse moved, Selectman Donison seconded to appoint Tom Clow to Planning Board for a 3 year term. Passed 5-0-0**

**Chairman Clow moved, Selectman Lacasse seconded to appoint Dick Butt as liaison to the Board of Fire Wards. Passed 4-0-1**

**Chairman Clow moved, Selectman Lacasse seconded to appoint Dick Butt to the Economic Development Commission. Passed 4-0-1**

**Chairman Clow moved, Selectman Osborne seconded to appoint Jim Donison to the Building Committee. Passed 4-0-1**

**Chairman Clow moved, Selectman Lacasse seconded to appoint Jim Donison to the CIP Committee. Passed 4-0-1**

**Chairman Clow moved, Selectman Donison seconded to appoint Dick Butt to serve as representative on the Citizens Corp Council. Passed 4-0-1**

**Chairman Clow moved, Selectman Lacasse seconded to appoint Donna Osborne to PARC. Passed 4-0-1**

**Chairman Clow moved, Selectman Lacasse seconded to appoint Donna Osborne to the Heritage Commission. Passed 4-0-1**

**Chairman Clow moved, Selectman Lacasse seconded to appoint Donna Osborne as ex officio on the Stone Fund. Passed 4-0-1**

**Selectman Lacasse moved, Selectman Osborne seconded to appoint Tom Clow to the John Stark Scenic Byways Committee. Passed 4-0-1**

**PROPOSAL TO MOVE SERVER** – Chairman Clow said they had a proposal from Absolute Computers to move the server down stairs under the stairs, utilizing 2 techs to work 6 hours each at \$55 hr each, plus materials. Chairman Clow said they received a follow up quote from Rick from Absolute Computers to move the server and network switch from its current environment to a better location. Absolute Computers is willing to work with the town to get the job done before further damage is done. They will charge \$45 an hour, for no more than 8 hours, the town will pay for the wire and the price will be capped at \$360.00. Selectman Lacasse asked Mr. Wright if the proposed location is a good location because of moisture and humidity. Mr. Wright said the issue is the environment. Chairman Clow said the location was chosen for convenience, it is cool year round with no heat in the room and the environment has less dust. Vice Chairman Butt wants to move the server to a more secure location. Mr. Malette said years back he did a reading downstairs to test the moisture and came up with a good reading.

**Selectman Donison moved, Selectman Lacasse seconded to approve the proposal submitted by Absolute Computer for \$360.00 plus materials with the total not to exceed \$500, with the understanding that Absolute Computer will confirm the location is the most suitable in the building. Passed 5-0-0**

Vice Chairman Butt mentioned the need for the server to be moved during off hours.

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**SCHEDULE PUBLIC HEARING FOR FEMA PAYMENT** – Chairman Clow said they have received \$38,653.85 in FEMA money but before it can be used it has to be approved. It does not have to go directly into the General Fund balance but can be used for ice storm clean up. Chairman Clow would like to get the notice of the public hearing into the next issue of the Goffstown News; scheduled for the middle or end of April.

### **ADMINISTRATIVE REPORT**

Chairman Clow said he received notification that Primex will not pay to repair the fence around the water hole on Pine Hill.

Chairman Clow said there are legal issues concerning a property at Collins Landing; the owner passed away. At one time the town had a lien on the property for taxes and there is a conservation easement for open space held by the town; which is why the town is named in the lawsuit.

Chairman Clow said he has seen three ads regarding the Town Administrator search; ICMA has not been done yet. They have received 3 applications and expect an additional application to be submitted electronically.

Chairman Clow mentioned the water heater issue at the Town Office. It was discussed Mr. Meany received a price of \$189.99 for a 7 gallon point of use electric water heater. A gas water heater would cost \$460.00, \$700 for a commercial grade water heater and \$500 for a residential grade. There is a total of 5 sinks. Mr. Wright recommends putting a timer on the 7 gallon point of use electric water heater to shut it down when it is not being used. Mr. Wright said the use of hot water is very minimal. The Board will make a decision at the next regular meeting.

Chairman Clow said they need to act on the fire coating on the walls in the Town Offices. Selectman Lacasse feels they should hold off on this until they set the priorities. Vice Chairman Butt agrees they need to prioritize the list.

Chairman Clow said the Sales Assessment ratio they received from Judy Rogers through Avitar is 110%, which means at this point the assessment values are at an average of 100%.

Chairman Clow mentioned the extractor pump, odor coming up from the front of the building, sewage pump located in an area by the stairs. Mr. Wright will remove the extractor pump. The Board agreed to have Mr. Wright remove it.

Chairman Clow said Mrs. T. Connor created a log for the transfer of money from the Transfer Station to the bank, for accountability purposes. The Board agreed to start using the log.

Chairman Clow reviewed a report from Ray Eaton regarding the Town Hall. The report states the fire alarm system needs repair and should sound to an alarm company. The emergency lights and signs need repair. There are boards blocking the stairway that need to be removed and replaced with signage on a chain or rope.

Chairman Clow said they briefly discussed the landscaping proposal now they need to make a decision Chairman Clow said Mr. Ventresco had received a letter last summer from the Trustees who had been contracting Margo's Garden directly with the money coming out of the Trust and this should not be done this way. Chairman Clow suggests they make a proposal and see if they approve it. Chairman Clow suggests they come up with an amount not to exceed a certain limit and will get more information.

Chairman Clow said Mr. Wright was concerned with the piano in the Town Hall. Mr. Wright had someone look at the piano and she was concerned about the environment that it is in due to the dryness from the heater vents. There is an estimate for tuning and repair that comes to \$500.00. The Board is not sure if the piano gets used. It was discussed WMS could possibly utilize the piano. The piano was originally donated to the town.

Chairman Clow said they need to complete the personnel policy.

Chairman Clow said they need to have an improved investment policy. Selectman Donison would like a copy of the investment policy.

The Board discussed the hours of the Fire Department secretary. Selectman Osborne said the extra hours were given to the secretary for budget season only. Vice Chairman Butt said if the Fire Department has the money available

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then it is their decision. Chairman Clow said he will make Bill Tiffany aware that they have budgeted 25 hours for secretary and 2 hours for custodial which transferred back because the budget did not pass. Selectman Osborne said the custodial line is over. Chairman Clow said it's probably because it wasn't transferred back into the town budget.

Vice Chairman Butt would like to address the temp position of the Town Administrator. He went through the package put together by Primex for the job description. Vice Chairman Butt said the temporary person should notify the BOS of any personnel issues rather than act on it. The temp Town Administrator will coordinate activities of the BOS and attend when directed all BOS meetings. It was discussed some legal issues might be sensitive. She would also conduct staff meetings jointly with the BOS. The Board modified the job description of the Town Administrator to reflective the temporary position.

Vice Chairman Butt said they conducted a technical survey related to software and the results are back. Wendy Rice summarized and researched training available. The town owns 44 computers. Vice Chairman Butt said they are considering updating 25 of the computers to Word 2007 and will be contacting other Town Offices to see which version of Word they utilize. Selectman Lacasse asked about the age of the computers. Selectman Lacasse said they may want to research leasing the software instead of purchasing. Vice Chairman Butt said training is key; the training is provided through the state. It would cost \$4,236.00 to train employees that requested training in programs they currently use to utilize the software to its potential. It was discussed the money could come from the cost savings of printing the Town Report. The Board discussed possibly sending 2 employees for training and then those employees would train the remainder of the employees. The Board will explore all options.

**PUBLIC COMMENT** – Mr. Wright said he agrees with Selectman Lacasse about not wanting to utilize the stimulus funds.

**Chairman Clow moved, Selectman Lacasse seconded to enter into non public session @ 11:24 p.m. pursuant to the authority granted in RSA 91-A:3, II (e). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Donison – yes; Selectman Lacasse – yes; Chairman Clow – yes Passed 5-0-0**

**Chairman Clow moved, Vice Chairman Butt seconded to come out of non public session @ 11:40 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Donison – yes; Selectman Lacasse – yes; Chairman Clow – yes Passed 5-0-0**

**Selectman Osborne moved, Vice Chairman Butt seconded to seal and restrict the minutes of the non public session. Passed 5-0-0**

## **ADJOURNMENT**

A True Record.

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Cherry Palmisano, Recording Secretary